

# **IDPH AmeriCorps Mentoring Program Goals – Next Steps**

## Mentor Recruitment

- Members will only count the mentors they recruit
  - Goal of five mentors recruited per member but if more are recruited, document all
- Document mentors recruited on the AmeriCorps Volunteer Tracking Log
  - Members do not need to document the hours of service provided by mentors but will be asked to document the total hours of service the recruited mentors provided at the end of term of service (via Quarterly Progress Report in Iowagrants.gov)
- Document mentors recruited on the Monthly Service Log and Quarterly Progress Report

## Sustainability Planning

- IDPH will provide sustainability resources (websites, manuals, sample plans) through the AmeriCorps Mentoring Dropbox site
- Members should review these resources and be familiar with the sustainability process
- Member will need to discuss with their Site Supervisor if the program has a Sustainability Plan
  - If so, review the plan
  - Ask who approves the plan and is charged with plan oversight
  - Ask how often the plan is reviewed and updated
- IDPH will set up a webinar training series on Sustainability Planning in the coming weeks
- IDPH will provide a template for members to use in strengthening an existing Sustainability Plan or establishing a new Sustainability Plan
  - The template will need to be updated or created in alignment with webinars trainings provided
- Document progress on the Monthly Service Log and Quarterly Progress Report

## Substance Abuse Prevention Training and Training Facilitation

- Members will work as team (in collaboration with IDPH) to create three substance abuse prevention trainings for mentoring program staff, mentors and/or parents or guardians of mentees based on needs of host site mentoring programs
- Members will:
  - Split into 3 groups of 3 to create the trainings
    - Work will need to continue between Monthly Check-In Calls
    - Groups will want to select a lead to ensure progress
  - Select the training topics
  - Identify training content based on reliable resources
  - Utilize a PowerPoint template
  - All resources/data should be sited
  - Trainings should be 30-45 minutes in length and include a variety of learning styles

- Template draft should be submitted to Julie Hibben and Janet Nelson by March 18 for review and feedback
  - Training templates should be finalized by April 15 or sooner
- Once IDPH has reviewed/approved the three trainings, members will work with the host sites to schedule when the trainings will occur
- Members will facilitate these three trainings by the end of their term of service
  - Members can choose to co-facilitate trainings with another member within their host site or a skilled facilitator with substance abuse prevention training experience)
- Document mentors, parents/guardians and/or mentoring program staff who attend all trainings on the AmeriCorps Volunteer Tracking Log
- Document progress and trainings provided on the Monthly Service Log and Quarterly Progress Report

Member Trainings/Meetings (trainings/meetings members will need to attend)

- Two Contractor Meetings in Des Moines (spring and fall) – Dates to be decided
- Substance Abuse Prevention Skills Training (webinar and in person) – Summer – Not yet scheduled
- Sustainability Planning webinar training series – Dates to be scheduled
- Required AmeriCorps trainings to occur via recorded webinar
  - Some of these trainings will be viewed on your own time or during Monthly Check-In Calls
- Document trainings/meetings attended on the Monthly Service Log and Quarterly Progress Report